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OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training

RECORDS OFFICERS COURSE NO. 24 (ROC)


6 - 10 April 1964

Room 1A-~~13~~⁸⁷ Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor
Ext. 2141

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DOC	3	REV DATE	1-2-82	BY	06199
ORIG COMP		OPI	11	TYPE	01
ORIG CLASS	5	PAGES	4	REV CLASS	6
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Group I
Excluded from automatic
downgrading and
declassification

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Monday, 6 April

0830 - 0900

Registration and Administration

0900 - 0920

Introduction to Course and
Discussion of NSCID No. 5

0930 - 1050

The RO and His Responsibilities
The RO Kit

1100 - 1300

Terminology

Tuesday, 7 April

0830 - 0900

Study Period

0900 - 1000

Interagency Source Register

1010 - 1200

RID Responsibilities in CS
Records System

1210 - 1300

Review, Analysis, Classification,
Indexing, and Cross Referencing

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Wednesday, 8 April*

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0830 - 0900

Study Period

0900 - 0950

The 201 System

1000 - 1030

Sensitive Documents

1040 - 1300

Destruction Procedures and
RO Responsibilities

Thursday, 9 April

0830 - 0900

Study Period - Submit Questions
for Question and Answer Period on Fr

0900 - 1150

Handling of Records at the Head-
quarters Desk, Including Destruction

1200 - 1300

Introduction to Practical Exercises

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Friday, 10 April 1964

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0830 - 1030

Practical Exercise

1040 - 1130

1140 - 1215

Question and Answer Period

1230 - 1300

Final Administration

*Students who have not taken the RID Tour are required to do so on Wednesday, 8 April 1964. The tour will be conducted from 1400 - 1600 and will start from this classroom promptly at 1400.

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